



COCONINO COUNTY ARIZONA

COMMUNITY DEVELOPMENT DEPARTMENT

Jay Christelman, Director

Notice of Transfer of Ownership for On-Site Wastewater Treatment Facility November 23, 2020

WHAT TO EXPECT

1. **Seller:** Within six months before the date of property transfer, the Seller of a property served by an on-site wastewater treatment facility shall retain a qualified Inspector perform a transfer of ownership inspection. (Per AZ Administrative Code R18-9-A316)
2. **Inspector:** The Inspector shall complete the ADEQ form entitled Report of Inspection and provide it to the Seller.
3. **Seller:** Before the property is transferred, the Seller shall provide the Buyer with the completed Report of Inspection form and any documents in the possession of the Seller relating to permitting, operation, and maintenance of the on-site wastewater treatment facility.
4. **Buyer (New Owner):** The Buyer shall submit the CCCD Notice of Transfer using the online portal and pay the transfer of ownership fee within 15 calendar days after the date of property transfer.

If you encounter problems along the way, please do not hesitate to contact Community Development at (928) 679-8850 and request to speak with a permit technician.

USING THE ONLINE PORTAL

First Time Users:

- **Read this document in its entirety before using the online portal to apply for a permit.**
- **Online Portal Tutorial** – Please watch a very brief video [here](#) prior to applying online so you understand how to use the online portal permitting system.
- **Register** – You will need to register in the online portal [here](#) if you have not already done so.
- **Be Prepared** – Have the required submittal documents in the required PDF format ready to upload.

Instructions:

1. Get on web site: <https://www.coconino.az.gov/2291/Applications>
2. Select "click here to visit the online portal".
3. Select "sign up or log in" in the upper right corner.
4. Select "Go" on "My Portal" button.
5. Select "Apply" on "Apply Online" button.
6. Select "Environmental Quality" on "Category" pull-down menu.

7. Select "Notice of Transfer . . ." on the "Application" pull-down menu.
8. Fill in Project Name, for example: "Monihan Purchase"
9. Fill in Describe purpose of permit, for example: "Transfer of Ownership"
10. Type in address or switch to parcel number. (Do it slowly as the software is searching the Assessor database and applicant must accept the assessor format when it is complete. If your computer tries to fill in addresses you will need to turn that off.)
11. Select Next
12. Fill out Detail Tab pull-downs or text boxes.
13. Select Next
14. Permit is now started in the system and you will be brought to the new permit page.
15. Scroll down to the Submittals section.
16. Select where it says "0 files."
17. Select Upload, then select "add files." Select the *ADEQ Report of Inspection* file from your computer. Add a comment if you wish.
18. Pay online after you upload your document. You may mail a check or pay by phone, too.

ONLINE SUBMITTAL REQUIREMENTS

Please be ready to upload your *ADEQ Report of Inspection Form* in PDF digital format as part of this application.

HOW MUST I OPERATE AND MAINTAIN MY FACILITY?

As the owner of a property served by an on-site wastewater treatment facility, either a conventional septic tank system or a system employing alternative technology, you must operate and maintain the facility according to the requirements of ADEQ's Aquifer Protection Permit (APP) program. In fact, you are a permittee under the APP program. The general requirements can be found in R18-9-A314(B). If your system employs alternative technologies additional operation and maintenance requirements are R18-9-E303 through E323 as applicable.